



**Far North  
District Council**



**Te Kaunihera o Te Hiku o te Ika**

# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 14 May 2024**

**Time: 10:00am**

**Location: Conference Room - Te Ahu  
Cnr State Highway 1 and Mathews  
Avenue  
Kaitaia**

**Membership:**

Chairperson Adele Gardner - Chairperson  
Deputy Chairperson John Stewart  
Councillor Felicity Foy  
Member Darren Axe  
Member Sheryl Bainbridge  
Member William (Bill) Subritzky  
Member Rachel Baucke



**The Local Government Act 2002 states the role of a Community Board is to:**

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

**Council Delegations to Community Boards - January 2013**

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

**Exclusions:** *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitaia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.
7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.

8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
  - a) Control of Use of Public Spaces – Dispensations on signs
  - b) Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
  - c) Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
  - d) Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
  - e) Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. Specific to Te Hiku Community Board – the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.
18. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
19. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
20. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
21. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

### Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.

4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a) Holding a Community forum prior to Board meetings
  - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

### Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
  - a) the disposal and purchase of land
  - b) proposals to acquire or dispose of reserves
  - c) representation reviews
  - d) development of new maritime facilities
  - e) community development plans and structure plans
  - f) removal and protection of trees
  - g) local economic development initiatives
  - h) changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitaia on:**  
**Tuesday 14 May 2024 at 10:00am**

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**Te Paeroa Mahi / Order of Business**

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<b>11</b>	<b>Te Kapinga Hui / Meeting Close .....</b>	<b>100</b>

**1 KARAKIA TIMATANGA / OPENING PRAYER****2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

To be confirmed on the day.

**4 NGĀ TONO KŌRERO / DEPUTATION**

Eric Wagener, representing Houhora Ratepayers Association

**5 NGĀ KAIKŌRERO / SPEAKERS**

- Representative from Ahipara Aroha Incorporated, item 7.2 Funding Applications refers
- Lesley Wallace representing Te Rarawa Rugby Club, item 7.2 Funding Applications refers
- Donna Badorek representing Donna Doolittle Animal Rescue, item 7.2 Funding Applications refers

## 6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A4666753

**Author:** Ellie Greenwood, Democracy Advisor

**Authoriser:** Casey Gannon, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board confirm the minutes of the meeting held 16 April 2024 to be a true and correct record.

#### 1) TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness.

#### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meetings.

#### 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

#### ĀPITIHINGA / ATTACHMENTS

1. 2024-04-16 Te Hiku Community Board Minutes - A4664231 [↓](#) 



**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Te Hiku Community Board Meeting Minutes

16 April 2024

**MINUTES OF  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS  
AVENUE, KAITAIA  
ON TUESDAY, 16 APRIL 2024 AT 10:00AM**

**PRESENT:** Chairperson Adele Gardner, Deputy Chairperson John Stewart, Councillor Felicity Foy, Member Darren Axe, Member Sheryl Bainbridge, Member William (Bill) Subritzky, Member Rachel Baucke

**STAFF PRESENT:** Imrie Dunn (Democracy Advisor – Democracy Services), Fleur Beresford (Democracy Advisor – Democracy Services), Beverly Mitchell (Community Board Coordinator – Stakeholder Relationships), Kathryn Trewin (Funding Advisor - Stakeholder Relationships), Peggy Veen (Principle Advisor – Stakeholder Relationships)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Member Axe commenced the meeting with a karakia at 10:00am.

**2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST**

Councillor Hilda Halkyard-Harawira declared a conflict of interest in relation to item 7.3, due to an interest in Te Wananga o Te Rangianiwaniwa.

**3 NGĀ TONO KŌRERO / DEPUTATIONS**

- Peter Wiessing regarding an update on maintenance and upgrade to the Awanui River Flood Scheme.
- Hanna Rio da Silva regarding Covered Green Initiative at the Coopers Beach Bowling Club
- Josh Kirby, Kaitaia Business Association Chairperson

**DOCUMENTS TABLED DURING DEPUTATION**

**Attachments tabled at meeting**

- 1 Awanui Scheme Upgrade Awanui River Working Group 2023
- 2 Coopers Beach Bowling Club

**4 NGĀ KAIKŌRERO / SPEAKERS**

- Jo Lynch representing R Tucker Thompson (virtually)
- Nick Carroll representing Momentum Trust (virtually)
- Te Iri Rangi Tawhara and Wiremu Britton representing Te Wananga o Te Aniwaniwa (virtually)

At 11:16am meeting was adjourned

At 11:25am meeting was resumed

Te Hiku Community Board Meeting Minutes

16 April 2024

## 5 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

### 6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4646800, pages 8 - 14 refers.

#### RESOLUTION 2024/28

Moved: Chairperson Adele Gardner  
 Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board confirm the minutes of the meeting held 19 March 2024 to be a true and correct record.**

**CARRIED**

## 6 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Fiona King representing Kaitaia Drainage Committee in regard to LTP Lite Drainage rates.

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 DRAINAGE COMMITTEE RECOMMENDATIONS AND RESOLUTIONS - MARCH 2024

Agenda item 7.1 document number A4647051, pages 15 - 37 refers.

#### RESOLUTION 2024/29

Moved: Member Sheryl Bainbridge  
 Seconded: Deputy Chairperson John Stewart

**That Te Hiku Community Board:**

- a) **note the minutes from the Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and the Motutangi Drainage Area Committee 13 March 2024 meetings.**

*Kaitaia Drainage Area Committee, item 5.1 Kaitaia Drainage Area Programme 2024-2027*

- b) **approve the reviewed Kaitaia Drainage Area 2024/25 work programme, with a contingency of \$20,000 in the work programme for machine cleaning maintenance.**

*Waiharara and Kaikino Drainage Area Committee, item 5.1 Waiharara and Kaikino Drainage Areas 2022/23 Update*

- c) **approve the reviewed Waiharara and Kaikino Drainage 2024/25 work programme, with a contingency of up to \$25,000 in the work programme for machine cleaning maintenance; and**

- d) **recommend to Council that the drainage rates remain the same in proposed LTP for 24/25 and future years to be reviewed in 12 months' time.**

**CARRIED**

**7.2 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.2 document number A4643911, pages 38 - 42 refers.

**RESOLUTION 2024/30**

Moved: Chairperson Adele Gardner

Seconded: Member Rachel Baucke

**That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

a) Ahipara Boardriders	\$750.00
b) Coastal Homes Netball, Taipa	\$900.00
c) Kaitaia Basketball Club	Declined
d) Kaitaia Pirates Sports Club	\$2,000.00
e) Kaitaia Rugby Club	\$2,000.00
f) Kaitaia United Womens Football	\$450.00
g) Oturu School, Kaitaia	Declined
h) Phoenix Netball	\$575.00
i) Taipa School	\$1,100.00
j) Te Hapua Sports and Recreation Club	\$2,000.00
k) Te Rarawa JMB Rugby Club	<u>\$2,000.00</u>
	<b>\$11,775.00</b>
	<b>CARRIED</b>

At 11:56am Cr Hilda Halkyard-Harawira joined the meeting.

**7.3 FUNDING APPLICATIONS**

Agenda item 7.3 document number A4644058, pages 43 - 72 refers.

**RESOLUTION 2024/31**

Moved: Deputy Chairperson John Stewart

Seconded: Member William (Bill) Subritzky

**That Te Hiku Community Board approve the sum of \$2,270.00 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Momentum Charitable Trust for running life and financial skills programmes at Kaitaia Probation Centre.**

**CARRIED**

**7.3 FUNDING APPLICATIONS**

Agenda item 7.3 document number A4644058, pages 43 - 72 refers.

**RESOLUTION 2024/32**

Moved: Member William (Bill) Subritzky

Seconded: Member Darren Axe

**That Te Hiku Community Board approve the sum of \$4,000.00 (plus GST if applicable) be paid from the Board's Community Grant Fund account to R Tucker Thompson Youth Sail**

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**Trust for rangatahi from Te Hiku to attend a youth development voyage.****CARRIED****7.3 FUNDING APPLICATIONS**

Agenda item 7.3 document number A4644058, pages 43 - 72 refers.

**RESOLUTION 2024/33**

Moved: Deputy Chairperson John Stewart

Seconded: Member Darren Axe

**That Te Hiku Community Board approve the sum of \$14,375.00 (plus GST if applicable) be paid from the Board's Community Grant Fund account to Te Wananga o Te Rangianiwaniwa for repainting the inside of the swimming pool.****CARRIED**

At 12:05pm Cr Hilda Halkyard-Harawira joined the meeting.

**7.4 PROJECT FUNDING REPORTS**

Agenda item 7.4 document number A4643852, pages 73 – 76 refers.

**RESOLUTION 2024/34**

Moved: Chairperson Adele Gardner

Seconded: Member Rachel Baucke

**That Te Hiku Community Board note the project report received from Kaitaia Knights Chess Club.****CARRIED****8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS****8.1 TE HIKU COMMUNITY BOARD APRIL 2024 OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4646810, pages 77 - 82 refers.

**RESOLUTION 2024/35**

Moved: Chairperson Adele Gardner

Seconded: Councillor Felicity Foy

**That Te Hiku Community Board receive the report Te Hiku Community Board April 2024 Open Resolution Report.****CARRIED****8.2 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 8.2 document number A4643473, pages 83 – 88 refers.

**RESOLUTION 2024/36**

Moved: Member Darren Axe

Seconded: Member William (Bill) Subritzky

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16 April 2024

**That Te Hiku Community Board note the April 2024 member reports from Chairperson Adele Gardner and Members Darren Axe and John Stewart.**

**CARRIED**

**9 TE KAPINGA HUI / MEETING CLOSE**

Member Rachel Baucke closed the meeting with a karakia at 12:43pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 14 May 2024.

.....  
**CHAIRPERSON**

## 7 NGĀ PŪRONGO / REPORTS

### 7.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2024

**File Number:** A4675124

**Author:** Segun Rotimi, Accounting Support Officer

**Authoriser:** Jonathan Slavich, Chief Financial Officer

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 March 2024.**

#### TĀHUHU KŌRERO / BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, "*applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion*".

	Community Board	Placemaking Fund
<b>Community Fund Account balance as at 01 July 2023</b>	<b>\$141,710.00</b>	<b>\$100,000.00</b>
• <b>Plus, unused funds from 2022-2023</b>	<b>\$43,131.56</b>	<b>\$38,539.39</b>
• <b>Less funds granted and uplifted to 31 March 2024</b>	<b>\$107,378.00</b>	<b>\$77,279.00</b>
• <b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$8,467.00</b>	<b>-</b>
<b>Community Fund Account balance as at 31 March 2024</b>	<b>\$68,996.56</b>	<b>\$61,260.39</b>

#### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 March 2024 in the Community Fund account is \$68,996.56 and the balance in the Placemaking Fund account is \$61,260.39.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

**PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 31 March 2024 is attached.

**ĀPITIHINGA / ATTACHMENTS**

1. **Statement of Te Hiku Community Fund Account as at 31 March 2024 - A4675107** [↓](#) 





Far North District Council  
**Te Hiku Community Board**  
Statement of Community Fund Account as at 31-March-2024

<b>Far North District Council</b>		
<b>Te Hiku Community Board</b>		
	<b>Community Board</b>	<b>Placemaking</b>
Allocation Grants & Donations Annual Budget 2022-23	141,710.00	
Community Board Placemaking Fund		100,000.00
<b>Community Fund Account Balance as at 1 July 2023</b>	<b>\$ 141,710.00</b>	<b>\$ 100,000.00</b>
Rescinded resolution for unspent placemaking funding that was allocated in the 2021/22 financial year to XCape Design Ltd, Hawthorn Landscape Architects and Northland Planning		36,539.39
Unused funds from 2022/23 - Volunteering Northland for first aid and volunteer resilience training	2,000.00	
Unused funds from 2022/23 - Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser	2,660.00	
Unused funds from 2022/23 - Whatu Collective for Matariki Puanga workshops 2023	5,000.00	
Unused funds from 2022/23 - Coopers Beach bowling Club for carpark	10,000.00	
Unused funds from 2022/23 - Community Grant Carryover from FY 21/22	23,471.56	
Rescinded Resolution - Removal of a Monkey Apple Tree in the Coopers Beach Shopping Centre		2,000.00
<b>Plus, unused funds from 2022-23</b>	<b>\$ 43,131.56</b>	<b>\$ 38,539.39</b>
	<b>\$ 184,841.56</b>	<b>\$ 138,539.39</b>
<b>Less Expenditure 2023/24 (Funds Uplifted)</b>	<b>Community Board</b>	<b>Placemaking</b>
<b>July 23</b>		
Waipapakauri JMB Rugby Club for venue and equipment hire and promotion of the Waipapakauri Hunting and Fishing Competition Annual Fundraiser	2,660.00	
Whatu Collective for Matariki Puanga workshops 2023	5,000.00	
Coopers Beach bowling Club for carpark	10,000.00	
Volunteering Northland for first aid and volunteer resilience training	2,000.00	
Coast to Coast Cat Rescue for volunteer support and animal care in the Te Hiku ward area	10,000.00	
Peria School for equipment hire to support their 150th anniversary	2,165.00	

Te Runanga o Te Rarawa for holding a three-day conference on the future management of Te Oneroa a Tōhe with the provision that the outcomes of the event and any the actions to address these outcomes along with a copy of the event report is provided		5,000.00
Far North Torpedo Fishing Competition for equipment hire	3,000.00	
<b>August 23</b>		
Kaitaia Business Association for the Te Hiku Revitalisation Projects		33,749.00
Kaitaia Sports And Leisure Trust for 2023 Boxing event animal care	2,733.00	
<b>September 23</b>		
Dementia Northland for running a whanau and Carer workshop	1,250.00	
Ahipara Aroha for CCTV installation in Ahipara		8,530.00
<b>October 23</b>		
Potahi Marae for installation of a playground available for use by the public		30,000.00
<b>November 23</b>		
Te Hiku Roller Skating for Sunday skating sessions at Te Ahu	1,365.00	
Esther Louise for photo and frame props for the Kaitaia filming of <i>Loloma</i> , provided filming takes place and the film is shown in the Kaitaia area	200.00	
Oruaiti School for installation of signage on a mountain biking trail	2,830.00	
Raukatauri Music Therapy for music therapy for Te Hiku tamariki	1,500.00	
<b>December 23</b>		
He Whanau Marama Trust for 2023 Christmas Parade and festival	5,000.00	
Graeme Dingle Foundation for mileage for outreach in Te Hiku Ward	3,000.00	
Rongopai House Community Trust for purchasing a freezer and storage equipment	4,235.00	
Te Hapua Komiti Whaiti for repairs and waterproofing of the Te Hapua Ratana Church building the Bay	4,313.00	
Kaitaia Business Association for CCTV operation and maintenance costs in Te Hiku Ward	7,500.00	

Te Pokapu Tiaki o Te Tai Tokerau Trust for regenerative greening and traditional craft community workshops	2,500.00	
Road Safety Education New Zealand for Road Safety Education Classes in Te Hiku Ward	1,500.00	
Awanui Sports Complex Inc Soc for resurfacing of the netball courts	13,751.00	
Okaihau College for 2024 Te Tai Tokerau Festival	6,647.00	
<b>January 24</b>		
Ray Clark/Kaitaia Knights Chess Club for venue hire costs	935.00	
<b>February 24</b>		
Cruzn the Bay for 2024 Cruzn the Bay	1,500.00	
Mangonui Cemetery Committee for the works quoted in the supporting information tabled at the meeting	5,280.00	
<b>March 24</b>		
Te Whakaora Tangata for graduation ceremony at Te Ahu Centre to cover the cost of hiring the venue at Te Ahu	434.00	
Toi Tangata – Te Hotu Manawa Māori for Māori kai wānanga to cover venue hire	1,400.00	
Mangonui Community Patrol for secure storage of vehicle and safety equipment	4,680.00	
<b>Less funds granted and uplifted to 31 March 2024</b>	<b>\$ 107,378.00</b>	<b>\$ 77,279.00</b>
<b>Balance as at 31 March 2024</b>	<b>\$ 77,463.56</b>	<b>\$ 61,260.39</b>
<b>Less funds not uplifted from previous community meetings at 31 March 2024</b>		
<b>Meeting 26.09.23</b>		
SMC Events for Te Hiku Sanitarium Weet-Bix Kids TRY Challenge	3,000.00	
<b>Meeting 13.02.24</b>		
Glass Ceiling Arts Collective for SparkLive at Te Ahu Centre, with the provision that up to \$1,200 of this money covers the \$15 entry fee to the event for the first 80 Te Hiku locals	2,500.00	

<b>Meeting 19.03.24</b>
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Ahipara Aroha for installation of a digital sign	2,967.00	
<b>Less funds not uplifted from previous community meetings (committed to projects)</b>	<b>\$ 8,467.00</b>	<b>\$ -</b>
<b>Community Fund Account balance as at 31 March 2024</b>	<b>\$ 68,996.56</b>	<b>\$ 61,260.39</b>
	<b>Community Board</b>	<b>Placemaking</b>

## 7.2 FUNDING APPLICATIONS

**File Number:** A4675575  
**Author:** Kathryn Trewin, Funding Advisor  
**Authoriser:** Scott May, Manager - Stakeholder Relationships

### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the May 2024 meeting.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Three applications were received for funding, requesting a total of **\$27,437**
- The Community Board has an available total of **\$48,351.56** in **Community Grant** Funding for the 2023/24 financial year.
- The Community Board has an available total of **\$61,260.39** in **Placemaking** Funding for the 2023/24 financial year.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Ahipara Aroha Inc for a series of community events for Matariki 2024.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approve the sum of **\$5,000** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Donna Doolittle Animal Rescue for vaccinations, flea and worm treatments for cats and dogs from Te Hiku ward.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board leave the application from Te Rarawa Rugby Club for fencing and drainage be left to lie on the table while further information is sought.

### 1) TĀHUHU KŌRERO / BACKGROUND

The applications have been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the Long-Term Plan (LTP) and all provisions listed on the application form.

### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Ahipara Aroha, Matariki 2024	\$8,117	\$5,000	The applicant is seeking funding for a series of community events in Ahipara for Matariki 2024. This meets community outcomes 1, 3 and 6	Arts, Culture and Heritage/Event

Applicant and Project	Requested	Recommend	Comments	Type
Donna Doolittle Animal Rescue, Vaccination, flea and worm treatment programme	\$6,638	\$5,000	The organisation has applied for funding towards costs of vaccinating cats and dogs from Te Hiku Ward and treating them for fleas and worms.  This meets community outcomes 1 and 3	Social/Community Development
Te Rarawa Rugby Club, Fencing and drainage	\$12,682	Leave to lie	The club is applying for funding to undertake drainage and fencing at the Ahipara Domain.  They are current negotiating with FNDC for a new lease, who were unaware of the clubs intentions until this application was lodged.  It is recommended that this application be left to lie at this time, so that further information can be sought, including whether the works the club is wishing to provide can be funded through renewals for the site.  This meets community outcomes 1 and 3	Infrastructure

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

**Option 1** Authorise funding for the full amount requested

**Option 2** Authorise partial funding

**Option 3** Decline funding

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

Each application must meet at least one community outcome from the Council's Long Term Plan.




The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;
4. Communities that are prepared for the unexpected;
5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

**3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

**ĀPITIHINGA / ATTACHMENTS**

1. Ahipara Aroha - A4675375 [↓](#) 
2. Donna Doolittle Animal Rescue - A4675377 [↓](#) 
3. Te Rarawa Rugby Club Inc - A4675378 [↓](#) 




**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	No implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

# Local Grant Application Form



## Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

The following ***must*** be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form


## Applicant details

<b>Organisation</b>	<input type="text" value="Ahipara Aroha Inc"/>	Number of Members	<input type="text" value="20"/>
Postal Address	[Redacted]		
Physical Address			
<b>Contact Person</b>			
Phone Number			
Email Address			

Please briefly describe the purpose of the organisation.

Local Community Group that lobbies the goals and aspirations of the Ahipara community guided by the Ahipara Community Plan.

# Local Grant Application Form



## Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

- Te Hiku          
  Kaikohe-Hokianga          
  Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity            Date

Location            Time

Will there be a charge for the public to attend or participate in the project or event?     Yes     No

If so, how much?

**Outline your activity and the services it will provide. Tell us:**

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Our event schedule is attached.

Our event is designed to offer various opportunities for our community & visitors to experience Matariki here in Ahipara, where we honour the past and celebrate the future.

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## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost* - provide the **total** amount of the estimated quoted cost against the appropriate item.

*Amount Requested* - provide (against the item) the amount the Board is being requested to contribute.

#### Please Note:


- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire Rugby club & Marae	\$1100	\$550
Advertising/Promotion Corflute signs	\$204	\$204
Facilitator/Professional Fees <sup>2</sup> Security	\$1435	\$1435
Administration (incl. stationery/copying)		
Equipment Hire Pole lights, portaloos, bouncy castles	\$2148	\$2148
Equipment Purchase (describe) Solar Lights, Glow Sticks	\$3645.90	
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books) <sub>Art</sub>	\$626,64	
Refreshments	\$1000	
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) X120 hours over 12 weeks	\$2400	not applicable
Other (describe) Traffic Management Plan	\$3780	\$3780
<b>TOTALS</b>	<b>\$16,338</b>	<b>\$8117</b>

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?     Yes     No    GST Number   

How much money does your organisation currently have?   

How much of this money is already committed to specific purposes?   

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Grant from Maori Tourism Board - website design	\$10,000
Grant from Civil Defence - Emergency Info magnets	\$1,960
<b>TOTAL</b>	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
CCTV Camera's	\$8530	28 Sept 2023	Y / N
			Y / N
			Y / N
			Y / N

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

## Local Grant Application Form



### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

**On behalf of: (full name of organisation)**

Ahipara Aroha Inc

**We, the undersigned, declare the following:**

In submitting this application:


1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

# Local Grant Application Form



**We agree to the following conditions if we are funded by Local Community Grant Funding:**

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

**Signatory One**

Name

Postal Address

Phone Number

**Signature**

**Signatory Two**

Name

Postal Address

Phone Number

**Signature**

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029

## Te Hiku Community Grants Fund 2023-2024

### Local Grant Application Form

Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia

Form Submitted 15 Apr 2024, 12:37PM NZST

## Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) - we're happy to help.

#### The following **must** be submitted along with this application form:

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

## Applicant details

#### Applicant \*

Donna Doolittle's Animal Rescue Kaitaia

#### Postal Address \*

#### Physical Address \*

#### Website

Must be a URL.

#### Facebook page

<https://www.facebook.com/donnadoolittlesanimalrescue>



**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia**  
Form Submitted 15 Apr 2024, 12:37PM NZST

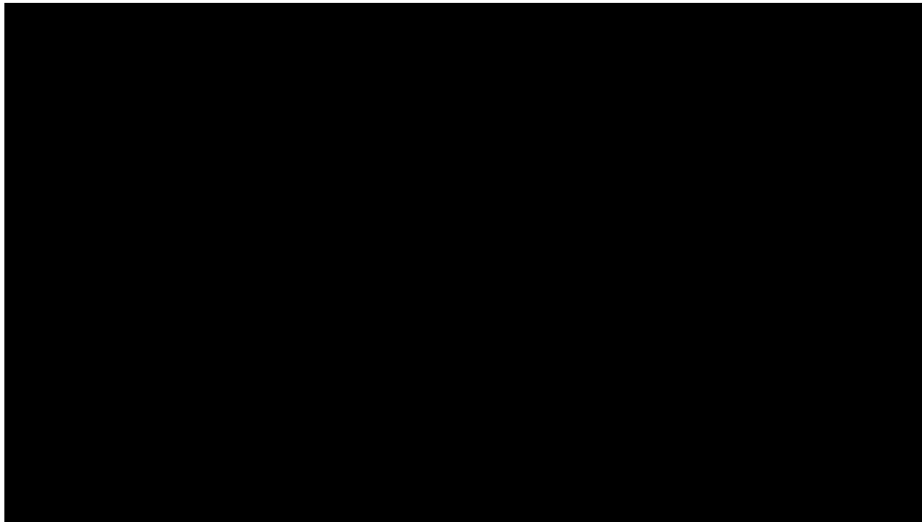
### Contact details

Contact Person One:

**Applicant Project Contact \***

Contact Person Two:

**Applicant Admin Contact**



### Purpose of organisation

**Please briefly describe the purpose of the organisation \***

We are a registered charity that provides shelter, medical care and rehoming services to hundreds of animals each year. Through our dedicated team of volunteers and our community partnerships, we work tirelessly to rescue and rehabilitate stray, neglected, abandoned, and owner-surrendered animals into approved homes. We also run free-of-charge desexing, vaccination, and chipping programs across the region to promote and educate the community about responsible pet ownership. Based on our previous 12 months' data, we expect to rehabilitate and/or rehome over 1000 cats and dogs in 2024.

**Number of Members \***

15

### Project Details

**\* indicates a required field**

#### Project Details

Clearly describe the project or event:

**Name of Activity \***

Vaccination, flea and worm treatment

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia**  
 Form Submitted 15 Apr 2024, 12:37PM NZST

**Location \***

Kaitaia

**Will there be a charge for the public to attend or participate in the project or event? \*** Yes No**Project dates:**

Start Date

End Date:

**Date****Date:**

01/05/2024

30/04/2025

Must be a date.

Must be a date.

**Project Outline****Outline your activity and the services it will provide. Tell us:**

- **Who will benefit from the activity and how; and**
- **How it will broaden the range of activities and experiences available to the community.**

**Project outline: \***

We are seeking funding to pay for vaccinations, flea- and worming treatments for the cats and dogs of the far north community. The closure of the SPCA in Kaitaia has left a huge gap in the availability of local animal welfare services, which has especially impacted lower income pet owners. Increased financial hardship due to the current cost-of-living crisis makes our work ever more vital in the region, especially as we are currently witnessing a high prevalence of both parvovirus and feline influenza (see recent Newshub article about Parvovirus here). Cat flu is potentially survivable but requires veterinary care; parvovirus however is a particularly devastating disease that is fatal unless extensive treatment is given early. Both infections are highly contagious, and the financial impact of treatment can be prohibitive. By continuing to roll out free vaccinations, particularly in isolated and/or less affluent areas, we can help to lower the number of preventable animal diseases within the community so that more households can enjoy the proven health benefits of pet ownership. This project will be rolled out by means of dedicated events, promoted locally and on our Facebook page. Owners will be required to register prior to bringing their animals along to receive free treatment. This provides us an opportunity to have dialogue with families that may need ongoing support and offer education on the importance of these treatments to reduce the spread of disease. It also enables us to identify animals that have not yet been desexed, so we can encourage those owners to consider the procedure, and understand the impact of unwanted animals being dumped, suffering unnecessarily, or ending up in shelters.

**Project Cost****\* indicates a required field**

## Te Hiku Community Grants Fund 2023-2024

### Local Grant Application Form

Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia

Form Submitted 15 Apr 2024, 12:37PM NZST

**Provide a detailed cost estimate for the activity. Funding requested may not exceed 50% of the total cost.**

*Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.*

*Amount Requested - provide (against the item) the amount the Board is being requested to contribute.*

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round values up or down to the nearest dollar
- Do not use the dollar sign (\$) - just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Vet check and vaccines for 100 dogs	\$4,500.00	\$2,250.00	Filename: DDL Quote 12_4_24.pdf File size: 149.8 kB
Vet check and vaccines for 100 cats	\$4,500.00	\$2,250.00	<i>No files have been uploaded</i>
Flea, tick and worming for 100 dogs	\$2,200.00	\$1,100.00	<i>No files have been uploaded</i>
Flea, tick and worming for 100 cats	\$2,000.00	\$1,000.00	<i>No files have been uploaded</i>
Venue Hire	\$75.00	\$37.50	<i>No files have been uploaded</i>

### Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$13,275

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$6,638

Must be a dollar amount.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia**  
 Form Submitted 15 Apr 2024, 12:37PM NZST

**Financial Information**

\* indicates a required field

**Financial Information**

**If your organisation registered for GST \***

Yes  No

**Current Funding**

**How much money does your organisation currently have? \***

\$15,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$15,000.00

Must be a dollar amount.

**Tagged Funds**

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Operational costs (ongoing) inc. ad hoc vet, cleaning, supplies & transportation	\$15,000.00
	\$
	\$
	\$
	\$

**Total Tagged Funds**

**Total Expenditure Amount**

\$15,000.00

This number/amount is calculated.

**Other Funding**

Please list details of all other funding secured or pending approval for this project (minimum 50%)

Funding Source	Amount	Decision
	Must be a dollar amount.	
Fundraising day (May/June)	\$5,000.00	

## Te Hiku Community Grants Fund 2023-2024

### Local Grant Application Form

Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia

Form Submitted 15 Apr 2024, 12:37PM NZST

Give A Little page	\$637.50	
Regular donors appeal	\$1,000.00	
	\$	
	\$	

### Previous Funding from FNDC

Have you previously received funding from FNDC?

Yes  No

### Previous Funding from FNDC

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Instal kennels/runs	\$15,049.00	01/10/2020	Yes
	\$		
	\$		
	\$		

### Last page

\* indicates a required field

### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

**We, the undersigned, declare the following:**

In submitting this application:

**Te Hiku Community Grants Fund 2023-2024****Local Grant Application Form****Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia**

Form Submitted 15 Apr 2024, 12:37PM NZST

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - a regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g through a spreadsheet or journal entry
  - regular financial reporting to every full meeting of the governing body

**We agree to the following conditions if we are funded by Local Community Grant Funding:**

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

**Te Hiku Community Grants Fund 2023-2024**  
**Local Grant Application Form**  
**Application No. THCB00026 From Donna Doolittle's Animal Rescue Kaitaia**  
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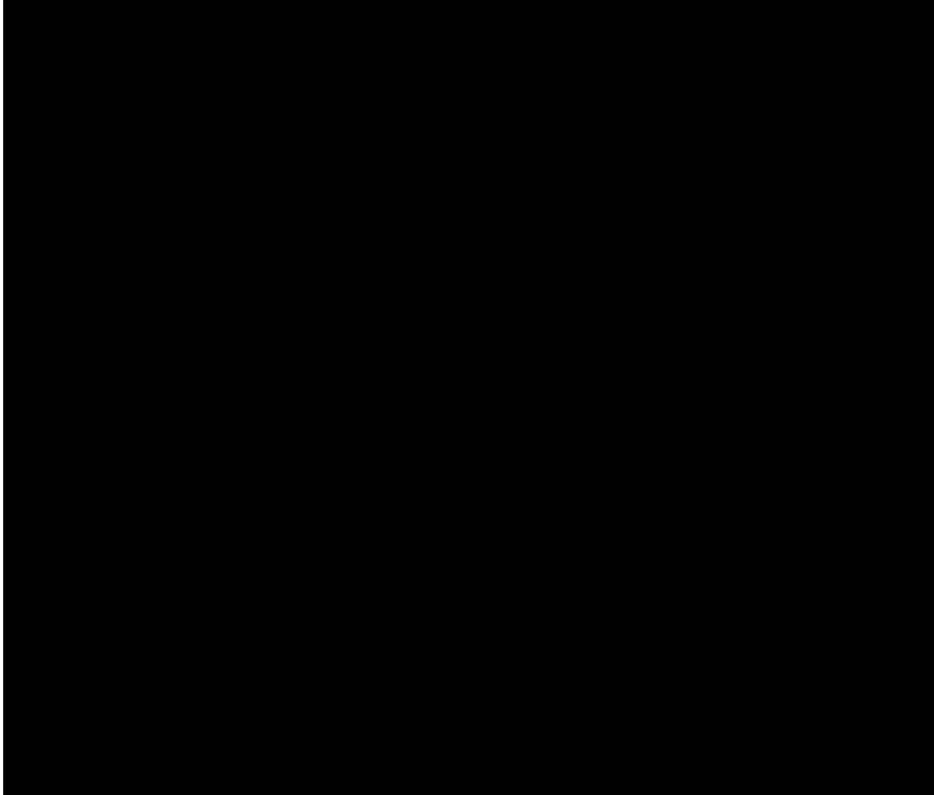
**Signatures**

Signatory One


Signatory Two

**Name \***

**Name**



# Local Grant Application Form



## Instructions

**Please read carefully:**

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the Community Grant Policy to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Community Development team at freephone 0800 920 029, or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) or to any Council service centre

**The following must be submitted along with this application form:**

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

## Applicant details

<b>Organisation</b>	Te Rarawa Rugby Club Inc	<b>Number of Members</b>	200
<b>Postal Address</b>			
<b>Physical Address</b>			
<b>Contact Person</b>			
<b>Phone Number</b>			
<b>Email Address</b>			

**Please briefly describe the purpose of the organisation.**

Local Rugby Club

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) | Phone 0800 920 029



# Local Grant Application Form



**Project Details**

Which Community Board is your organisation applying to (see map Schedule A)?

- Te Hiku     
  Kaikohe-Hokianga     
  Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

Will there be a charge for the public to attend or participate in the project or event?     Yes     No

If so, how much?

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Drainage & Fencing Project

---

As custodians of the most of the Ahipara Domain, we need to ensure that our infrastructure and member safety are a priority.

---

We want to install pipes into an existing open drain at the end of our main field and then coverit for better drainage of the playing surface and for the safety of our tamariki.

---

We would also like to replace the end fence on the #1 field and move it further towards our deadball line.

---

We would install bollards to create a designated "green" pathway for pedestrians to move around the domain safely.

---

This would also increase the width of our driveway allowing for two way traffic and better flow in & out of the main gate onto the road. It would also ensure that larger vehicles like buses, ambulances and other emergency vehicles could traverse our driveway with ease.  
This is a strong consideration seeing as our club becomes a hub during local emergencies.

---

We would also like to replace the existing clubroom fence out the front of the building (which is rotten in places) to address line of sight issues for pedestrians as they move around the high traffic areas close to the clubrooms and to ensure there is a buffer zone between the club and the driveway.

---

With the increase in the number of teams that we are fielding, there are not only more tamariki at the club but also more traffic. This applies not just for training and match days but also for the various community events we host including BoxFit classes, Kapa Haka practice, Relay4Life events etc.

---

*PS: We are currently waiting on our compilation package to be completed by Hartnell + Grund. A Copy will be forwarded as soon as completed.*

## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**


- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup> Installation	\$10800.00	\$3000
Administration (incl. stationery/copying)		
Equipment Hire Tractor & Thumper	\$4160	\$1500
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$8182.84	\$8182
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	\$1200	not applicable
Other (describe) Demolition - equipment hire \$500 - rubbish disposal \$500	\$1000	
<b>TOTALS</b>	<b>\$25342.84</b>	<b>\$12682.00</b>

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?     Yes     No    GST Number   

How much money does your organisation currently have?   

How much of this money is already committed to specific purposes?   

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Weatherproofing building - window & doors & entrance from funding grant	\$20,000
Field lighting project from funding grant	\$10,000
Operational Costs - power, insurance, internet, compliance etc	\$12,600
Playing Uniforms for juniors from Pub Charity funding grant	\$5000
<b>TOTAL</b>	<b>\$47600.00</b>

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
As part of the Te Hiku Open Spaces Group -	\$1735		Y / N
Prepping & painting the external fence before			Y / N
school mural was erected.			Y / N
			Y / N

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## Local Grant Application Form



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### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

**On behalf of: (full name of organisation)**

TE RARAWA RUGBY CLUB INC

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
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  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

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# Local Grant Application Form

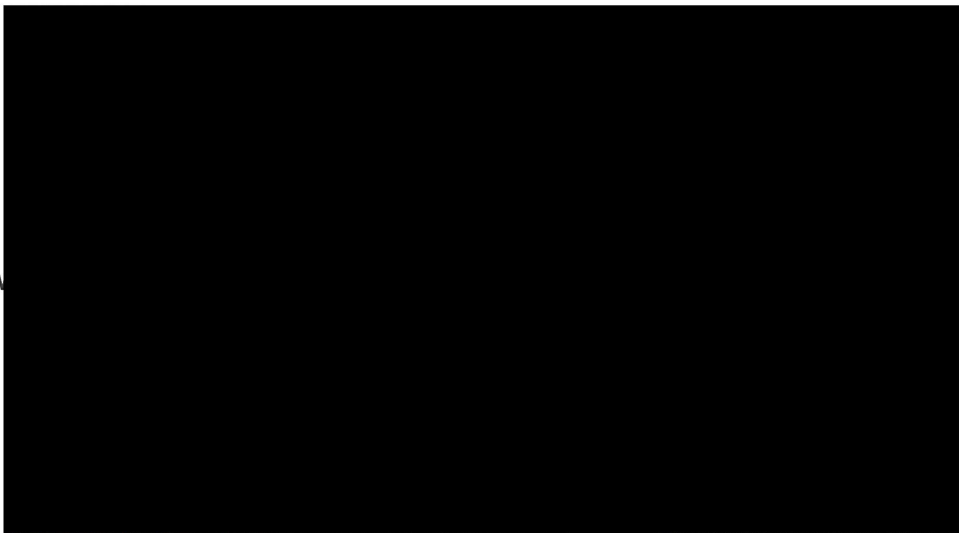


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5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
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8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
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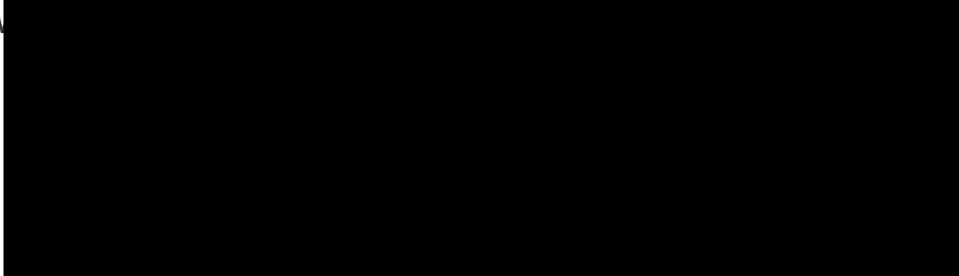
**Signatory One**

Name  
Postal Address  
Phone Number  
  
Signature



**Signatory Two**

Name  
Postal Address  
Phone Number  
  
Signature



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### 7.3 PROJECT FUNDING REPORTS

**File Number:** A4675411

**Author:** Kathryn Trewin, Funding Advisor

**Authoriser:** Scott May, Manager - Stakeholder Relationships

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

#### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project report received from the Graeme Dingle Foundation.

#### 1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.

#### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To receive the project reports from funding applicants in accordance with the Community Grant Policy.

#### 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

#### ĀPITIHINGA / ATTACHMENTS

1. Graeme Dingle Foundation - A4675376 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Far North District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to: [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) PDF attachment via email is preferred) OR:

Funding Advisor  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

**Name of organisation:**

**Name & location of project:**

**Date of project/activity:**

**Which Community Board did you receive funding from?**

- Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

**Board meeting date the grant was approved:**

**Please give details of how the money was spent:**

- *Your contribution to the project and the funding you received from the Community Board must be accounted for*
- *Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.*

Supplier/Description	\$amount	Receipt/s attached (please tick)
Mileage costs for Kiwi Can Leaders to travel to seven Te Hiku schools to deliver our early intervention Kiwi Can Primary School youth development programme to 675 tamariki.	\$ 3000	
	\$	
	\$	
	\$	
Total:	\$	

**Give a brief description of the highlights of your project including numbers participating:**

Term 1 has been about welcoming a new cohort of tamariki into the Kiwi Can programme, as well continuing to develop the skills and positive values of tamariki that move into 2024 and another year of developing resilience, respect, positive relationships and integrity for our Year 2 - Year 8 tamariki. This funding has supported Graeme Dingle Foundation Far North with the cost of our team of Kiwi Can Leaders to travel from Whangaroa to Te Hapua delivering these once hour Kiwi Can sessions each week.



**Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:**

This Term Kiwi Can reached 675 individual tamariki across seven schools in the Te Hiku Board area: Oruaiti School, Mangonui School, Taipa School, Peria School, Kaingaroa School, Ngataki School and Te Hapua School. Kiwi Can uses positive role modeling to deliver key life skills through practical high-energy weekly one-hour sessions. Many of these tamariki may be lacking in positive role models that can help them to navigate every life situations and overcome challenges. Our ongoing evaluation of Kiwi Can has shown a reduction in truancy on the days that Kiwi Can takes place, as well as a reduction in bullying both in the classroom and on the play ground. Kiwi Can helps tamariki to navigate everyday challenges and find positive outcomes to challenges. Indirectly, Kiwi Can reaches further into the community by way of a stronger more resilient youth population across Te Hiku Far North.

**Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:**

We have had some delays with the administration of our Facebook page but we will be sure to acknowledge Far North District Council support on our Facebook page before the beginning of Term 2. We will also be sure to acknowledge the grant in our end of year financial accounts.

**If you have a Facebook page that we can link to please give details:**

[www.facebook.com/KiwiCanFarNorth](http://www.facebook.com/KiwiCanFarNorth)

**This report was completed by:**

Name:  
Address:  
Phone  
Email:  
Date:

**7.4 ROAD RE-NAMING- 721- 745 RANGIPUTA ROAD, KARIKARI PENINSULA****File Number: A4682106****Author: Trinity Lane, Finance and Customer Services Administrator****Authoriser: Tanya Proctor, Head of Infrastructure Strategy****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To seek approval from the Te Hiku Community Board to officially re-name a Right of Way.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

A road naming application to re-name a Right of Way from 721-745 Rangiputa Road to Kohanga Place.

**TŪTOHUNGA / RECOMMENDATION**

- **That the Te Hiku Community Board, pursuant to Council's Naming Policy, re-name 721- 745 Rangiputa Road, Kohanga Place.**

**1) TĀHUHU KŌRERO / BACKGROUND**

An application was made by John Scott Roy and Susan Margaret Roy on the 19<sup>th</sup> of March 2023 to re-name a Right of Way as per the requirements of their resource consent application when subdividing their current property therefore adding an additional lot to the Right of Way.

The applicant proposed "Kohanga Place" as its new road name as the area was originally known as Kohanga.

The suggested names were sent to Land Information New Zealand for approval. A response was received confirming 2 out of 3 proposed names were acceptable for use in this area and can be approved as per the Addressing Standards 2011. Rangiputa Village Lane was declined for use as it is too similar to the connecting road, Rangiputa Road.

The applicant consulted with Haititaimarangi when choosing the names for this road. Haititaimarangi suggested the name "Kohanga" as shown in the attachment, which both parties have agreed for use.

**2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

The proposed names are as follows:

Preferred Choice: Kohanga Place

Second Choice: Te Tahi Lane

Third Choice: Rangiputa Village Lane



**TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

The road names recommended in this report are not duplicates of any other road names in the district, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

**3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.

**ĀPITIHINGA / ATTACHMENTS**

1. Iwi Feedback - A4682084 [↓](#) 
2. Map - A4689614 [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

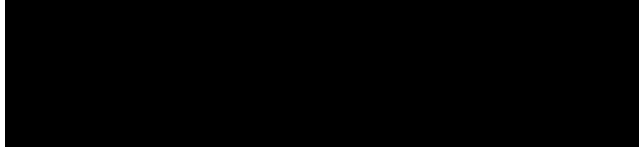
Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The re-naming of this Right of Way is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Hapu/Iwi were consulted by the applicant and FNDC.  Haititaimarangai approve the proposed names.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	John Scott has consulted in-person with the property owners in which they have consented to the Right of Way re-naming.
State the financial implications and where budgetary provisions have been made to support this decision.	Provide this under the relevant section. State where it has been covered.  There will be no financial implications to Council relating to the installation of the road name signs (blue on white background name blade). The cost of the road signage and installation will be met by the applicant.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Haititaimarangai Marae  
Te Whanau Moana me Te Rorohuri Nga Hapu



21 April 2024

FNDC

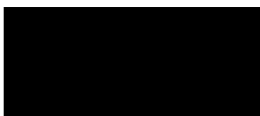
Tena koe

This written correspondence to FNDC is to confirm that our kaumatua [redacted] and I [redacted] of our Tupuna Marae Haititaimarangai at Whatuwhiwhi have visited the site at Rangiputa.

After discussions on the site the appropriate name for the street is Kohanga.  
Our recommendation is for name to be Kohanga PI.

We value the names of streets, roads, blocks to return to the original names so that our history and footprint can be recorded for future generations. We are lucky to have rich history to share as many waka and hapu traversed our rohe within the boundaries of Te Whanau Moana and Te Rorohuri.

Heoi ano



Acting Chairperson

Haititaimarangai Marae Trust



**7.5 RANGITOTO RESERVE - RESERVES ACT CLASSIFICATION RECOMMENDATION****File Number: A4654489****Author: Robin Rawson, Parks & Reserves Planner****Authoriser: Jonathan Slavich, Chief Financial Officer****TAKE PŪRONGO / PURPOSE OF THE REPORT**

This report seeks the recommendation of Te Hiku Community Board to Council for the classification of Rangitoto Reserve in Hihi as either a historic reserve or a recreation reserve under the Reserves Act 1977 after the hearing of submissions.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- Further to public advertisement and a one-month consultation period 16 submissions on the classification of Rangitoto Reserve were received
- 12 submissions support classification of Rangitoto Reserve as a Historic Reserve, and 4 submissions do not support a change from Recreation Reserve
- 3 submitters have stated that they wish to speak to their submission
- Council has delegated the hearing of submissions on the classification of Rangitoto Reserve to Te Hiku Community Board and seeks a recommendation on classification.

**TŪTOHUNGA / RECOMMENDATION****That Te Hiku Community Board:**

- a) **receive the report Rangitoto Reserve – Reserves Act Classification Recommendation; and**
- b) **recommend that Council classify Rangitoto Reserve as a XXXX reserve per the Reserves Act 1977, further to a hearing held in accordance with Section 120 of the Act.**

**1) TĀHUHU KŌRERO / BACKGROUND**

Rangitoto Reserve was derived from the Crown and vested with the Far North District Council for the purposes of a recreation reserve but has not been formally classified under the Reserves Act 1977. Rangitoto Reserve extends across a prominent headland at the eastern entrance to the Mangonui Harbour and includes Rangitoto Pā.

The following recommendation was made at the Te Hiku Community Board meeting on the 4 July 2023:

That the Te Hiku Community Board recommend to Council that the classification process for Rangitoto Reserve (Allot 71 PSH of Mangonui East) as a historic reserve be initiated.

At a Council meeting on 24 August 2023 the following was approved:

That Council:

- a) approve the initiation of a public consultation process under Section 16 of the Reserves Act 1977 to classify Rangitoto Reserve (Allot 71 PSH of Mangonui East) as a Historic Reserve.
- b) appoint Te Hiku Community Board to hear any submissions received in response to the consultation process and to make recommendations to the Council in respect of the reserve classification.
- c) staff develop a Management Plan under s41 of the Reserves Act to eradicate the invasive wattle trees and moth plants.

The classification proposal was advertised on Council's website and in the following newspapers in February: Northern News, Bay Chronicle and Northland Age. A one-month public consultation on the classification of Rangitoto Reserve concluded on 14 March 2024 in accordance with Sections 16 and 119 of the Reserves Act 1977.

Consultation submissions are included as an appendix to this report.

Summary of consultation:

- 16 Responses were received from 15 people and 1 organisation
- 12 responses were in support of classifying Rangitoto Reserve as a historic reserve
- 4 responses were opposed to classifying Rangitoto Reserve as historic reserve and classifying this reserve as a recreation reserve
- 3 respondents wish to speak in support of their submission.

Reasons respondents gave in support of classifying Rangitoto Reserve as a historic reserve:

- The reserve has significance as a pre-European pā where before the council allowed it to be overrun with weeds, terraces and building platforms could still be seen. There are clear defense ditches and it is an iconic site at the entrance to Mangonui harbour;
- Rangitoto Pā is situated within this reserve and is renowned for its historical significance, archaeological importance, and cultural value to tangata whenua;
- for its historical significance;
- Acknowledgement of the significance to iwi. It is not only natural beauty but needs to be respected for its past;
- To me my understanding that it is down to BERGHAN POINT. My road is named after it, we look out over the Doubtless Bay to our right. Let folks enjoy the area as a historic place. Sacred;
- Because it deserves the importance that it is;
- I support the proposal for Rangitoto Reserve to be classified as a historical Reserve because this will stop anyone from building on it in the future, and it definitely a historic place due to pā being a part of the reserve. Many Māori would lived and died here and the history needs to preserved;
- There is no recreation value. On the other hand, it is an important pā site that needs recognition as such;
- Hope it will make the place available to the public;
- there is historical pā site with māori trenching around pā...needs protection as neighbour is grazing cattle through trenching. Also there are ancient pohutukawas on reserve that are currently being grazed by neighbour;
- I and my whanau who reside adjacent to the reserve support the proposal as the 'historic' classification far better reflects the particular values of the whenua and its tangible



attributes, as compared to the reserve's current designation (although not formally classified) as a reserve for 'recreational purposes'.

Reasons respondents gave in opposition to classifying Rangitoto Reserve as a historic reserve:

- I'd rather have it as a recreation reserve
- Keep things simple. Seems everything these days are of historical significance to certain cultures. This belongs to all cultures.
- Historic reserves seem to exclude sporting activities from their use - recreational reserves do not.
- Just another wasteful spending of taxpayers money. Surely council must have better things to attend to. I oppose it strongly!

Section 19(4) of the Reserves Act 1977 requires Council to give full consideration to all objections against and submissions in relation to classification including the opportunity for people to be heard in support of their objection or submission.

Te Hiku Community Board has heard from those submitters who requested to speak at a hearing held in accordance with Section 120 of the Reserves Act 1977.

## **2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS**

Section 17 of the Reserves Act 1977 states that recreation reserves have *'the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside'*.

Section 18 of the Reserves Act 1977 states that historic reserves have *'the purpose of protecting and preserving in perpetuity such places, objects, and natural features, and such things thereon or therein contained as are of historic, archaeological, cultural, educational, and other special interest'*.

No other classifications are considered relevant to Rangitoto Reserve.

Reserves must be appropriately classified before a reserve management plan can be approved.

Council has requested that Te Hiku Community Board consider submissions and verbal submissions on the classification of Rangitoto Reserve and make a recommendation.

## **TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION**

Council has requested that Te Hiku Community Board consider submissions and verbal submissions on the classification of Rangitoto Reserve and make a recommendation.

## **3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications as a result of this report.

## **ĀPITIHINGA / ATTACHMENTS**

1. **Rangitoto Reserve Consultation on Classification - A4654635** [↓](#) 

**Hōtaka Take Ōkawa / Compliance Schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	The classification of Rangitoto Reserve has a moderate degree of significance as it will guide management and community expectations in relation to use of this land and allow a reserve management plan to be approved.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Rangitoto Reserve is a reserve under the Reserves Act 1977. Appropriate classification is a guiding principle in the Reserves Act 1977 and is aligned with the FNDC Parks and Reserves Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	In addition to the wider roles of the Community Board to represent, and act as an advocate for, the interests of its community, and to consider and report on matters referred to it by Council, Community Boards also have a delegation in relation to civic amenities including reserves.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	Classification has been discussed with representatives of Ngāti Kahu iwi and hapu, and two cultural values assessments are being prepared to inform a future reserve management plan.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	The Reserves Act provides for formal consultation that is publicly notified, and this process concluded in March.
State the financial implications and where budgetary provisions have been made to support this decision.	Management of the site is also determined by its heritage status, and classification does not change Council's requirements under the status as an heritage site under the Heritage New Zealand Pouhere Taonga Act 2014. There are no financial implications as a result of this report.

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Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.
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Response	DateTime	Do you support the proposal for Rangitoto Reserve to be classified as a Historic Reserve?	Why do you support the proposed change?	Why don't you support the proposed change?	Would you like to share any further feedback on the proposed classification?	If required, would you like to speak in support of your submission? Verbal submissions will be heard by the Te Hiku Community Board.	I am writing this submission	Which ward do you live in?
1	19/02/2024 04:01 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	The reserve has significance as a pre-European pa where before the council allowed it to be overrun with weeds, terraces and building platforms could still be seen. There are clear defence ditches and it is an iconic site at the entrance to Mangonui harbour.		Retaining and protecting our history is vitally important. There are many other recreation reserves in Doubtless Bay that the public can easily access. As a recreation reserve, Rangitoto Point is surplus to requirements but as a historic reserve it is iconic and important.	No	as an individual	Te Hiku (North)
2	19/02/2024 04:17 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	Rangitoto Pā is situated within this reserve and is renowned for its historical significance, archaeological importance, and cultural value to tangata whenua.			No	on behalf of Te Paatu ki Kauhanga Trust Board	Te Hiku (North)
3	19/02/2024 04:30 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	for its historical significance		no thanks	No	as an individual	Te Hiku (North)
4	19/02/2024 05:42 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	Acknowledgement of the significance to iwi . It is not only natural beauty but needs to be respected for its past .			No	as an individual	Te Hiku (North)
5	19/02/2024 06:33 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	To me my understanding that it is down to BERGHAN POINT. My road is named after it, we look out over the Doubtless Bay to out right. Let folks enjoy the area as a historic place. Sacred.		No. Everyone to enjoy it.	No	as an individual	Te Hiku (North)
6	20/02/2024 12:52 PM	No, I do not want Rangitoto Reserve to be classified as a Historic Reserve		I'd rather have it as a recreation reserve		No	as an individual	Te Hiku (North)
7	20/02/2024 07:43 PM	No, I do not want Rangitoto Reserve to be classified as a Historic Reserve		Keep things simple. Seems everything these days are of historical significance to certain cultures. This belongs to all cultures.		No	as an individual	Te Hiku (North)
8	20/02/2024 08:57 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	Because it deserves the importance that it is.		I think the only ones who should make a decision on this land is not the public but nga hapu me nga iwi o Ngati Kahu. I hope they have been included in this consultation before it went to public consultation.	No	as an individual	Te Hiku (North)
9	22/02/2024 12:55 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve			Public access to Rangitoto reserve is by a difficult walk along Hihi beach at low water. Could it be possible to have shared access from the private road that currently uses part of the reserve for access to their property?	No	as an individual	Te Hiku (North)
10	23/02/2024 08:51 AM	No, I do not want Rangitoto Reserve to be classified as a Historic Reserve		Historic reserves seem to exclude sporting activities from their use - recreational reserves do not.	It would have been helpful if you had explained the difference between the two types of reserves rather than me having to search for the content.	No	as an individual	Te Hiku (North)
11	24/02/2024 03:55 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	I support the proposal for Rangitoto Reserve to be classified as a historical Reserve because this will stop anyone from building on it in the future, and it definitely a historic place due to pa being apart of the reserve. Many Maori would lived and died here and the history needs to preserved.		I believe there is a urupa among the reserve. I would like an easy access to be created so that the whanau, Maori and pakeha can go and visit their ancestors without anyone preventing access from Peninsula Parade road in Hihi. While there also enjoy the view. It would be great to take our children there as they are our next generation coming through.	Not stated	as an individual	Bay of Islands-Whangaroa (East)
12	02/03/2024 09:44 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	There is no recreation value. On the other hand, it is an important pa site that needs recognition as such		It is important that all recognise that the re-designation is only the first step towards the more important objective: to provide a Management Plan for this reserve.  The reserve has had no investment of time and resources (other than from me) for many years, and is covered by weed species that are degrading the site and spreading into adjacent land.  Weeds include moth plant vines which are climbing into ancient pohutukawa and karaka, wattle which are growing into the pa terraces and, when they fall down, damage the terraces, and then gorse, wooley nightshade, bindweed, japanese honeysuckle, kikuya, bone seed, asparagus weed and any number of other weeds.	Yes	as an individual	Outside Far North
13	11/03/2024 06:34 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	Hope it will make the place available to the public.		The site sorely needs a Management Plan in place so that action can begin on controlling the weeds.	Yes	as an individual	Te Hiku (North)
14	12/03/2024 02:13 PM	Yes, I want Rangitoto Reserve to be classified as a Historic Reserve	there is historical pa site with maori trenching around pa...needs protection as neighbour is grazing cattle through trenching. Also there are ancient pohutukawas on reserve that are curren tly being grazed by neighbour		no	No	as an individual	Te Hiku (North)
15	15-Feb	I support FNDC's proposal to classify the Rangitoto Reserve as a Historic Reserve.	I and my whanau who reside adjacent to the reserve support the proposal as the 'historic' classification far better reflects the particular values of the whenua and its tangible attributes, as compared to the reserve's current designation (although not formally classified) as a reserve for 'recreational purposes'.			Yes		Te Hiku (North)
16	21-Feb-24	No		Why would you bother? Just another wasteful spending of taxpayers money. Surely council must have better things to attend to. I oppose it strongly!		Not stated		

## 8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

### 8.1 TE HIKU COMMUNITY HALL ANNUAL INFORMATION 2022-2023

**File Number:** A4662254

**Author:** Michelle Rockell, Team Leader - Property Management

**Authoriser:** Kevin Johnson, Group Manager - Delivery and Operations

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Te Hiku Community Board the 2022-2023 Annual General Meeting (AGM) minutes, financial statement and statistical data as provided by Kaingaroa and Lake Ohia Hall Committees.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees that occupy Council owned halls to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to letters sent from Council staff.

#### TŪTOHUNGA / RECOMMENDATION

**That the Te Hiku Community Board receive the report Te Hiku Community Hall Annual Information 2022-2023.**

#### TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 (attached) and the Community Halls Policy dated September 2016 (attached).

The Hall and Facilities Strategy notes Councils vision for community halls is “A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities.”

The Community Halls Policy includes the following key statements:

- Ensure that the communities current and future needs for halls or similar facilities are met.
- Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well-maintained facilities.
- Adopt preferred frameworks for Councils involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls per Ward:

	<b>Council owned on Council land</b>	<b>Council owned on Crown land</b>	<b>Community owned on Council land</b>	<b>Community owned on Community land</b>
<b>Kaikohe – Hokianga Ward</b>	Kaikohe War Memorial, Kohukohu, South Hokianga War Memorial, Kaikohe Senior Citizen's, Horeke, Okaihau, Rawene	Taheke Community Centre		Broadwood, Ngawha, Waimamaku, Umawera
<b>Te Hiku Ward</b>	Herekino, Mangonui Oruru remains closed	Lake Ohia, Kaingaroa	Whatuwhiwhi	Fairburn, Waiharara, Araiawa <i>Takahue – no longer exists</i>
<b>Bay of Islands – Whangaroa Ward</b>	Paihia, Russell, Totara North, Waipapa, Whangaroa Memorial (Kaeo), Whangaroa Village	Maromaku	Moerewa	Opuia, Pakaraka

In November each year Council staff contact the hall committees that occupy Council owned halls, reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

It is the intention of Council staff to present the Community Hall Committee information to the appropriate Community Board around April/May annually.

At the time of writing this report, community hall information had not been received from Herekino and Mangonui Hall Committees. All other information reports are attached to this report. Below is a summary of the information contained in the reports:

### **Kaingaroa Hall**

- Total number of bookings: 118
  - 3 regular users

- 23 casual
- Improvements – repainted interior of main hall, replacement of windows in supper room, water tank and overflow system fitted.

### Lake Ohia Hall

- Total number of bookings: 44
  - 5 regular users
  - 10 casual
- Improvements – water pump upgrade, grounds maintenance.

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS






Board members will consider the content of the information received.

The Community Board will decide what steps to take with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

### PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

No financial implications for Council or the hall committees.

### ĀPITIHINGA / ATTACHMENTS

1. Kaingaroa Hall - A4475776 [↓](#) 
2. Lake Ohia Hall - A4566937 [↓](#) 
3. Community Halls Policy - A3638428 [↓](#) 
4. Halls and Facilities Strategy 2015 - A3640937 [↓](#) 
5. 2022-2023 Annual Hall Letter, Statistics and Information TEMPLATE - A4540397 [↓](#) 



**2022-23 Hall Information and Statistics**

<b>HALL DETAILS</b>			
<b>Name of Hall:</b>	Kaingaroa Memorial Hall		
<b>Physical address:</b>	Cnr State Highway 10 and Mill Road Kaingaroa Far North		
<b>Postal address:</b>	NA - marlyn_bend@xtra.co.nz		
<b>Booking Officer Name</b>	Lynne McDonald		
<b>Booking Officer Contact Info</b>	Ph.: 09 4087837	Mobile: 027 4082145	Email:
<b>Afterhours Contact Name</b>	As above		
<b>Afterhours Contact Info</b>	Ph.: As above	Mobile: As above	Email:
<b>Emergency Contact Name</b>	As above Tony Cusack		
<b>Emergency Contact Info</b>	Ph.: 09 4087147	Mobile:	Email:

<b>HALL COMMITTEE DETAILS</b>				
<b>Position</b>	<b>Name</b>	<b>Postal Address</b>	<b>Email address</b>	<b>Phone number</b>
Chairperson	Mark Atkinson	Duncan Rd Kaingaroa		022 329 9157
Treasurer	Martin McDonald	Church Rd Kaingaroa		09 408 7837
Secretary	Lynne McDonald	Church Rd Kaingaroa		027 408 2145
Committee	Tony Cusack	Champion Rd Kaingaroa		09 408 7147
Committee	Lois Sandle	Duncan Road Kaingaroa		09 408 7840

*Please feel free to update on the reverse of this or add another piece of paper*

<b>COMMITTEE MEETING DETAILS</b>	
How often does the Committee meet annually?	11
How often did the Committee meet in the year?	11

HALL INFORMATION				
<b>Usage Data</b>				
<b>Number of bookings:</b>	118			
<b>Number of users:</b>				
<b>Type of use</b>				
<b>Community (regular users):</b>	3 regular user groups			
<b>Casual (one off):</b>	23			
<b>Commercial:</b>				
<b>Hire rates (per hour)</b>				
<b>Community:</b>				
<b>Casual:</b>				
<b>Commercial:</b>				
<b>Other:</b>	Depending on the booking – i.e. considering length of time, type of function - a cleaning fee is added but re-imbursed if the hall is left tidy and clean.			
<b>2022/23 Financial Statement</b>	Attached: Yes			
<b>BWOF/Evacuation Plan</b>	Photo Attached: Yes of evacuation plan.			
<b>Insurance - Contents</b>	Yes Public liability	Value:		
<b>Improvements completed</b>	Repainted the interior of the main hall Replacement of windows in supper room Water tank and overflow system fitted.			
<b>Maintenance completed</b>	Continued maintenance being done with cleaning sprouting, spray and mowing of lawns. Normal building maintenance, both in and out.			
<b>Other:</b>				
<b>Check list (cross out as provided)</b>	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

<b>Hall / meeting room details and capacities e.g.: Main hall – 250 pp</b>	<b>Main Hall seats 80 comfortably</b> <b>Supper Room sit 30 comfortably.</b>
<b>Kitchen facilities</b>	Two Stoves, two Fridges, microwave, dishwasher, gas hot water and electric Cali font.

<b>Toilets</b>	Male and female
<b>Disabled access</b>	Double doors into main hall, ramped.
<b>Parking</b>	30
<b>Furniture available</b>	Tables and approx. 100 chairs. Some trestles and forms.
<b>Other facilities / assets available e.g.:</b> <i>stage, lighting, heating</i>	Stage

Kaingaroo Hall AGM Meeting 12.07.2023

At 6.00 pm at the Kaingaroo Hall

Present: Mark Atkinson – Chairman  
Lynne McDonald  
Martin McDonald  
Tony Cusack  
Lois Sandle  
Kris Moffat

Apologies: Nil

Residents: Sue Cusack

Minutes of the last meeting 13.07.2022 read: Tony/Mark

Correspondence – Nil

Matters Arising:

- The Hall is now getting used regularly, on a permanent and casual basis, and seems to be popular in the community for an assortment of different functions.

Finance:

- Martin presented the accounts for the present committee from 30.05.2022 – 30.06.2023 (See attached sheet) this will be forwarded to Bill Subritzky to be presented to the Community Board Meeting. This also includes the usage of the hall.

Moved Mark Atkinson 2<sup>nd</sup> Tony Cusack

General Business:

- Sadly Kris Moffat has had to step down owing to study commitments. We wish him well in his studies; the rest of the officers remain as they were:
- i.e. Chairman – Mark Atkinson,  
Treasurer – Martin McDonald  
Secretary – Lynne McDonald  
Committee – Tony Cusack, Lois Sandle  
Hall Care-takers & bookings – Martin & Lynne McDonald

Meeting closed: 6.15 p.m.

Next Meeting: To be advised.

## KAINGAROA MEMEORIAL HALL

## FINANCIAL REPORT 2022- 2023

Opening Balance	ASB Chq A/c 01/06/22		5,504.07
Hall Hire		4,457.00	
Community Functions		477.00	
Equipment Hire		20.00	
Hall Income			4,954.00
Community Grant			3,970.90
			8,924.90
			14,428.97
<b>Less Hall Expenses</b>			
- Hall Painting & Art Work	FNDC	3,970.90	
- Hall Painting & Art Work	Hall	981.40	
- R & M		1,862.83	
- Disposables		508.63	
- Insurance x 2		756.54	
- Advertising		84.18	
- Hire Refunds		200.00	
			8,364.48
			8,364.48
Closing Balance	ASB Chq A/c 30/06/2023		<u>6,064.49</u>

## Hall Usage 2022 – 2023

Spinners and Weavers	19
Bridge Club	46
Kaingarua Bowls Club	30
Casual Hire	23
<b>Total Usage</b>	<b><u>118</u></b>

Martin McDonald

Treasurer

Kaingarua Memorial Hall Committee

Financial Report Notes

13/07/2023

The Committee spent \$981.40 on top of the grant from the Community Board of \$3,970.90, for the projects of painting the inside of the main hall and purchasing one extra art work for the outside walls. We have had many comments on how nice the hall looks both in and out now these projects are complete.

We had Repairs and Maintenance of \$ 1,862.83, which included a new water filter, to replace one stolen, and repairing some obsolete wiring in the store room. We also had to do some pipe work after the new water tank was installed.

The accounts are for 13 months and show an increase in the bank account of \$560.42.

The hall was used on 118 occasions.

Martin McDonald

Treasurer

Kaingaroa Memorial Hall

Main Hall



Supper Room





## 2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Lake Ohia Community Hall		
Physical address:	Corner of SH10 and Pekerau Road.		
Postal address:	393 Pekerau Road, RD3 Kaitaia 0483		
Booking Officer (name):	Vicki Stevens		
Booking Officer (contact.):	Ph.:	0278468537	<a href="mailto:lakeohiahall@gmail.com">lakeohiahall@gmail.com</a>
Afterhours contact (name):			
Emergency Contact (name):	John Templeton 027886297		
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	John Templeton			027886297
Treasurer/Secretar	Vicki Stevens		<a href="mailto:lakeohiahall@gmail.com">lakeohiahall@gmail.com</a>	0278468537
Committee Members	Haina Tamahere	Eric Foster	Eileen Schluter	
Stu Patterson		Ray Jurlina		Meagan Garton

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	10 (about monthly)
How often did the Committee meet in the year?	10

HALL INFORMATION	
Usage Data	
Number of bookings:	44
Number of users:	Sorry we don't count people at different meetings.
Type of use	
Community (regular users):	5
Casual (one off):	10

Commercial:				
Hire rates (per hour)				
Community:	Donation (ranges from \$12 – 1200) some use it for fundraisers for hall.			
Casual:	\$50 for small events \$100 medium and \$150 for large events			
Commercial:	\$150 but negotiable depending on actual event.			
Other:	If providing an event to bring community together then rates can be waived. As we want to encourage community get together.			
2022/23 Financial Statement	Attached: yes			
BWOF	Attached: yes / No	Expiry Date:		
Insurance - Contents	No	Value:		
Improvements completed	Water pump improvement, grounds maintenance. In process with council of getting an upgrade so most things on hold.			
Maintenance completed	Grounds, water tanks, , hall clean up, weed removal, lawns, rubbish removal, glass removal (broken by passers by),			
Other:	Toilet seats and plumbing.			
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	100 people
Kitchen facilities	Older facilities. Microwave, pie warmer, basic cutlery, plates, etc.
Toilets	2
Disabled access	No
Parking	Yes
Furniture available	Tables and chairs.

Other facilities / assets available e.g.: stage, lighting, heating	Hall is fully fenced in to ensure safety of children at events.

## Lake Ohia Community Centre Accounts June 2022 - May 2023

Income	Expenses	Capital Development
Hall Hire 1250	Electricity -962.14	Capital Costs
Donations 2985	Events	
Fundraisers 1709.5	R&M	
Interest 229.1		
Raffles 0		
<b>Total Income: \$6,173.60</b>	<b>Total Expenses: -\$962.14</b>	<b>Total Capital: \$0.00</b>
<b>Total Profit/Loss for year: \$5,211.46</b>		
<b>Assets as of 30th May 2022:</b>		
Term Deposit: \$8,000.00		
Bank Account: \$11,256.22		
Prepared by Vicki Stevens		

## Community Halls Policy

Adopted: 8 September, 2016

### Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

### Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

### Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
  - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
  - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
  - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
  - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
  - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
  - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
  - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
  - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
  - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
  - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

### Procedures for Hall Committees

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1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
  - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
  - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
  - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
  - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
  - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
  - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
  - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
  - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

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  - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
  - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
  - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
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Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning



**HE ARA TĀMATA**  
**CREATING GREAT PLACES**  
*Supporting our people*

Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)  
Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

Private Bag 752, Memorial Avenue  
Kaikohe 0440, New Zealand  
Freephone: 0800 920 029  
Phone: (09) 401 5200  
Fax: (09) 401 2137

Dear Sir / Madam

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2022 to 30 June 2023**.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, this is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the **Hall Information & Statistics form** below and return prior to **31 January 2024**.

This information will form part of a report that is presented to your local Community Board early 2024.

Can you please include:

- a copy of the hall's evacuation plan
- photo of the current BWOF and evacuation plan on public display in the hall

If we do not receive any information, we will note this in the report for the Community Board to consider.

Please find attached the following documents for your reference:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Thank you for providing the requested information, please return by email to [districtfacilities@fndc.govt.nz](mailto:districtfacilities@fndc.govt.nz) or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Yours sincerely



**Cheryl Henry**

Property & Facilities Support Officer - Property Management

P 649 408 9405 | [Cheryl.Henry@fndc.govt.nz](mailto:Cheryl.Henry@fndc.govt.nz)

Te Kaunihera o Tai Tokerau ki te Raki | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029  
[fndc.govt.nz](http://fndc.govt.nz)



**2022-23 Hall Information and Statistics**

HALL DETAILS			
<b>Name of Hall:</b>			
<b>Physical address:</b>			
<b>Postal address:</b>			
<b>Booking Officer Name</b>	<small>(Booking Officer will be added to our website)</small>		
<b>Booking Officer Contact Info</b>	Ph.:	Mobile:	Email:
<b>Afterhours Contact Name</b>			
<b>Afterhours Contact Info</b>	Ph.:	Mobile:	Email:
<b>Emergency Contact Name</b>			
<b>Emergency Contact Info</b>	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number

*Please feel free to update on the reverse of this or add another piece of paper*

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	

HALL INFORMATION				
<b>Usage Data</b>				
<b>Number of bookings:</b>				
<b>Number of users:</b>				
<b>Type of use</b>				
<b>Community (regular users):</b>				
<b>Casual (one off):</b>				
<b>Commercial:</b>				
<b>Hire rates (per hour)</b>				
<b>Community:</b>				
<b>Casual:</b>				
<b>Commercial:</b>				
<b>Other:</b>				
<b>2022/23 Financial Statement</b>		Attached: Yes / No		
<b>BWOF/Evacuation Plan</b>		Photo Attached: Yes / No		
<b>Insurance - Contents</b>		Yes / No	Value:	
<b>Improvements completed</b>				
<b>Maintenance completed</b>				
<b>Other:</b>				
<b>Check list</b> <i>(cross out as provided)</i>		AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan
Form fully completed				

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

<b>Hall / meeting room details and capacities e.g.: Main hall – 250 pp</b>	
<b>Kitchen facilities</b>	

<b>Toilets</b>	
<b>Disabled access</b>	
<b>Parking</b>	
<b>Furniture available</b>	
<b>Other facilities / assets available</b> <i>e.g.: stage, lighting, heating</i>	

## 8.2 TE HIKU COMMUNITY BOARD MAY 2024 OPEN RESOLUTION REPORT

**File Number:** A4667351  
**Author:** Ellie Greenwood, Democracy Advisor  
**Authoriser:** Casey Gannon, Manager - Democracy Services

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board with an overview of outstanding resolutions from decisions dated from 1 January 2021.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.

### TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board May 2024 Open Resolution Report.

### TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

### MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

The outstanding tasks are often multi-facet projects that take longer to fully complete.

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

### PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or need for budgetary provision in receiving this report.

### ĀPITIHINGA / ATTACHMENTS

1. Open Resolutions Report - A4690501 [↓](#) 

<b>OPEN RESOLUTION REPORT</b>		<b>Printed: Friday, 3 May 2024 8:46:05 am</b>
<b>Division:</b>	Te Hiku Community Board	<b>Date From:</b> 1/01/2021
<b>Committee:</b>		<b>Date To:</b> 3/05/2024
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
Te Hiku Community Board 7/12/2021	Notice of Motion - Waterfront Cafe and Bar - Mangonui	<p><b>RESOLUTION 2021/77</b></p> <p><b>That Te Hiku Community Board recommends that the Far North District Council:</b></p> <ul style="list-style-type: none"> <li>a) <b>approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.</b></li> <li>b) <b>and prioritise and enable increased alfresco dining and activate street frontages in waterfront locations and town centres.</b></li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>30 Jan 2023 4:24pm</b> Waterfront Café is now Jesse's on the Waterfront, new operator (Mr Moa) - CB has approved the placemaking decision for a parklet dining space and customer is unsure if he wants to pursue a parklet. Customer is continuing with Alfresco dining application.</p> <p><b>27 Sep 2023 8:29am</b> From THCB meeting of 26/9/23 - There is currently no funding. Sheryl Bainbridge also advised there have been no adverse incidents resulting from the current parking configuration.</p> <p><b>23 Jan 2024 4:18pm</b> Status is the same - currently no funding</p>
Te Hiku Community Board 9/05/2023	Motutangi Drainage Area 2022/2023 Programme	<p><b>RESOLUTION 2023/35</b></p> <p><b>That the Te Hiku Community Board;</b></p> <ul style="list-style-type: none"> <li>a) <b>approve the reviewed Motutangi Drainage Area 2023/2024 work programme.</b></li> <li>b) <b>amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund.</b></li> <li>c) <b>request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees.</b></li> <li>d) <b>request a briefing from Kevin Johnson (Delivery &amp; Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.</b></li> <li>e) <b>request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.</b></li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>05 Apr 2024 1:12pm</b> EOI completed with 4 interested contractors., Variation , Drainage role reviewed to include compliance and tradewaste. To be re-advertised.</p> <p><b>03 May 2024 8:14am</b> Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Motutangi accessible drains sprayed., Budgets confirmed and submitted to Finance for rating purposes.</p>
Te Hiku Community Board 9/05/2023	Waiharara And Kaikino Drainage Areas 2022/2023 Programme	<p><b>RESOLUTION 2023/34</b></p> <p><b>That the Te Hiku Community Board;</b></p>	<p><b>06 Mar 2024 12:19pm</b> EOI closes on 11 March, recruitment closed with no suitable candidates and will need to be re-advertised</p> <p><b>05 Apr 2024 1:12pm</b></p>



<b>OPEN RESOLUTION REPORT</b>			
		<b>Division:</b> <b>Committee:</b> Te Hiku Community Board <b>Officer:</b>	<b>Printed:</b> Friday, 3 May 2024 8:46:05 am <b>Date From:</b> 1/01/2021 <b>Date To:</b> 3/05/2024
Meeting	Title	Resolution	Notes
		a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000. c) approve the use of other local spray contractors in the area. d) request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees. e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description. f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.	EOI completed with 4 interested contractors., Further drain clearing approved., Drainage role reviewed to include compliance and tradewaste. To be readvertised. <b>03 May 2024 8:13am</b> Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Spraying complete in Kaikino. One remaining drain to be sprayed in Waiharara. Machine cleaning completed., Budgets confirmed and submitted to Finance for rating purposes.
Te Hiku Community Board 9/05/2023	Kaitaia Drainage Area 2022/2023 Programme	<b>RESOLUTION 2023/33</b> That the Te Hiku Community Board; a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme. b) approve the proposed 2023/24 Spraying Programme. c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees. d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan. e) request a briefing from Kevin Johnson (Delivery & Operations Manager) about the monitoring and bylaw breaches and a timeline for appointment of the land drainage staff member and job description.	<b>06 Mar 2024 12:20pm</b> EOI closes on 11 March, recruitment closed with no suitable candidates and will need to be re-advertised. Work has been carried out and contract has been paid <b>05 Apr 2024 1:11pm</b> Kaitaia drains sprayed. Hobson Drain to Kaikino drain has also been priced and awarded. Yet to receive invoice confirming work has been done., EOI completed with 4 interested contractors., Drainage role reviewed to include compliance and tradewaste. To be readvertised. <b>03 May 2024 8:13am</b> Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Kaitaia spraying completed., Budgets confirmed and submitted to Finance for rating purposes.

<b>OPEN RESOLUTION REPORT</b>			
		<b>Division:</b> <b>Committee:</b> Te Hiku Community Board <b>Officer:</b>	<b>Printed:</b> Friday, 3 May 2024 8:46:05 am <b>Date From:</b> 1/01/2021 <b>Date To:</b> 3/05/2024
Meeting	Title	Resolution	Notes
		f) request the timeline and milestones for consenting from Northland Regional Council and collaboration with the other Northland Councils.  <i>Note: Thank you to Fiona King and Blair King</i>  <b>CARRIED</b>	
Te Hiku Community Board 21/11/2023	Te Hiku Community Board 2024-2027 Footpath Programme Priority	<b>RESOLUTION 2023/114</b> <b>That Te Hiku Community Board</b> a) receive the report Te Hiku Community Board 2024-2027 Footpath Programme Priority report. b) confirm the listed locations below for inclusion in the draft 2024-2027 Long Term Plan. i) Mill Bay Road - SH10 to Rangakapiti, Mangonui ii) SH 1 @ Gill, Awanui iii) Kaitaia - Awaroa Rd @ Pukepoto - School to approx #673, Pukepoto iv) Kaitaia-Awaroa Rd - Okahu Rd to 240, Kaitaia  <b>CARRIED</b>	<b>13 Dec 2023 11:42am</b> The footpath prioritisation list is included in the draft 2024-2027 LTP and a request for this to be published on the FNDC website has been sent through to Ken Lewis - Manager of Communications and Engagement <b>12 Jan 2024 12:44pm</b> Elizabeth Stacey: Te Hiku's footpath programme priority has been presented to the Te Koukou Transport Committee and included in the draft 2024-2027 LTP. No further information on the LTP funding levels, Waka Kotahi subsidy is available at this time. We anticipate further information on funding to be available to the Board by July 2024.
Te Hiku Community Board 12/12/2023	Support of Pedestrian Crossing	<b>RESOLUTION 2023/126</b> <b>That Te Hiku Community Board supports the petition from Pukenui residents for a pedestrian crossing on State Highway 1, at 4133 Far North Road.</b>  <b>CARRIED</b>	<b>20 Mar 2024 2:00pm</b> Report to THCB in March 24. Board requests that the missing section of footpath on Lamb Road between the existing footpath and the state highway is included as part of the 2028-2031 footpath programme.

<b>OPEN RESOLUTION REPORT</b>		<b>Printed:</b> Friday, 3 May 2024 8:46:05 am
<b>Division:</b>	Te Hiku Community Board	<b>Date From:</b> 1/01/2021
<b>Committee:</b>		<b>Date To:</b> 3/05/2024
<b>Officer:</b>		

Meeting	Title	Resolution	Notes
Te Hiku Community Board 13/02/2024	Funding Applications	<p><b>RESOLUTION 2024/9</b></p> <p>That Te Hiku Community Board leave the application from John Haines for the construction of a boardwalk at Paewhenua to lie on the table pending further information from staff regarding the consent requirements of a boardwalk, to support the following Community Outcomes:</p> <ul style="list-style-type: none"> <li>a) <b>Proud, vibrant communities.</b></li> <li>b) <b>Communities that are healthy, safe, connected and sustainable.</b></li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>02 Apr 2024 10:15am</b> Meeting had by Funding staff, Board members and FNHL staff. Waiting for an update from FNHL staff.</p>
Te Hiku Community Board 13/02/2024	Deferral of North Park Toilet Construction	<p><b>RESOLUTION 2024/4</b></p> <p>That Te Hiku Community Board leave the item Deferral of North Park Toilet Construction to lie on the table.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>Note: The Board request further enquiry by staff into alternative locations for the toilet.</i></p>	<p><b>29 Apr 2024 3:54pm</b> Staff are reviewing the suggested sites and will update at a later date</p>

### 8.3 CHAIRPERSON AND MEMBERS REPORTS

**File Number:** A4680337

**Author:** Beverly Mitchell, Community Board Coordinator

**Authoriser:** Scott May, Manager - Stakeholder Relationships

#### TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

#### NGĀ TŪTOHUNGA / RECOMMENDATION

**That Te Hiku Community Board note the April 2024 member reports from Chairperson Adele Gardner and Members Darren Axe, Rachel Baucke, and John Stewart**

#### TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a Community Board is to represent, and act as an advocate for the interests of its community.

#### TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised. The report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.









#### REASON FOR THE RECOMMENDATION

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

#### NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

#### NGĀ ĀPITIHINGA / ATTACHMENTS

1. **Chair Gardner Report 2024-05-14 - A4680513**  
2. **Member Darren Axe Report 2024-05-14 - A4680519**  
3. **Member Rachel Baucke Report 2024-05-14 - A4680525**  
4. **Member John Stewart Report 2024-05-14 - A4680527**  



# Te Hiku Community Board Chairperson's Report

Name: Adele Gardner

Subdivision: Kaitaia Te Hiku

Date: 23 April 2024

## **Meetings Attended**

Date	Meeting
02/04/2024	Open Spaces & Community Halls workshop - online
02/04/2024	FNHL Management contracts
05/04/2024	Community Board Chairs online with staff
06/04/2024	Unahi Wharf carpark upgrade opening
06/04/2024	NRC LTP consultation at Māhimaru Marae
09/04/2024	Representation review workshop – Kaikohe
11/04/2024	Council meeting
16/04/2024	Te Hiku Community Board Meeting – Te Ahu
16/04/2024	Grant Policy Review
18/04/2024	Te Hiku Revitalisation PWG meeting
18/04/2024	Taipa Placemaking Plan site visit
23/04/2024	Transport Committee Meeting - online
24/04/2024	THCB discussion to form a submission for the LTP

## **Report:**

### Kaitaia Town Square Update

The waka installation will be around 17 May 2024, and this completes this section of the Town Square. The parklets may come at a later date and this will be subject to budget and consultation re parking spaces in Kaitaia. Some dates were put forward for opening around 30<sup>th</sup> or 31<sup>st</sup> May. However, this could be subject to change as this project requires availability of the Ministers.

Note: the Te Hiku Revitalisation PWG fund will fund the 1st year of maintenance as this is not funded in the Long Term Plan. The rubbish bins will be under FNDC's current contract.

Te Hiku Sports Hub update:

A meeting will be held in 2 weeks' time and the intention is to set a date for the opening of this community facility then.



## Te Hiku Community Board Member Report

Name: Darren Axe

Subdivision: North Cape

Date: 23 April 2024

### **Meetings Attended**

Date	Meeting
28/03/2024	Rang Jo Everitt in Te Kao to help her with funding application for playground shade sail.
15/04/2024	Henderson Bay meeting - Te Ahu
16/04/2024	Te Hiku Community Board – Te Ahu
18/04/2024	Taipa Placemaking Plan / site visit

### **Requests for Service (RFS)**

RFS number	Date	Comment
4200610	15/04/2024	Kimberly Road - road grading. <i>Fulton Hogan to check grading of 5 April 2024.</i>



## Te Hiku Community Board Member Report

Name: Rachel Baucke

Subdivision: Kaitaia

Date: 25 April 2024

### **Meetings Attended**

Date	Meeting	Comment
19/02/2024	Extraordinary THCB Meeting	
21/02/2024	Financial Contributions Workshop	Online Teams
06/03/2024	Combined Community Board Workshop	
19/03/2024	Te Hiku Community Board Meeting – Te Ahu	Monthly Meeting
22/03/2024	Meeting with Jason of Far North Holdings	Discussion of the Future Town Plan
25/03/2024	National Community Boards Hui	Online
16/04/2024	Te Hiku Community Board Monthly Meeting	

### **Community Issues**

Issue name	Comment
Rubbish at Ruaroa Road	<p>Seeking Residents feedback about whether the refuse pick up remains at end of the road.</p> <p>A residence Poll has been conducted and strong vote to not have the pickup point any more as its causing too much mess and abuse. We have requested a caged bin from northland Waste, however if they refuse, we will request the facility be withdrawn.</p> <p><b>Request passed on to Northland Waste</b></p>



**Requests for Service (RFS)**

RFS number	Date	Comment
4165081	3 July 2023	<p><i>Request from Ahipara Aroha group to follow up on the RFS.</i></p> <p>Awaiting response to determine if council is wanting to install and then maintain new parking lines, and whether the works described below fit within the remit of the Road Maintenance as ordered works i.e.:</p> <p>b) outside the dairy/post office/gas station area Takahe Road, Ahipara c) outside Bidz takeaways 4, 6 and 9 Takahe Road,</p> <p><b><i>Painting of parking spaces is not on capital works.</i></b></p>

**Other Issues****FNHL**

Met with Jason from Far North holdings to discuss Town Plan and how the community board can support this. Requested we meet with him as a board to relook at the plan and set priorities accordingly.

Also requested we stay in the loop with the PAK'nSAVE site as it starts to develop.

**School**

Discussions with Community groups and business on how to support the Christian school find suitable site etc for high school as an alternative to Kaitaia College. The Community feels our area and large capture should be able to support an alternative to Kaitaia College and have asked me to investigate support options etc.



# Te Hiku Community Board Member Report

Name: John Stewart

Subdivision: Kaitaia/Ahipara

Date: 26 April 2024

## **Meetings Attended**

Date	Meeting
16/04/2024	Te Hiku Community Board Meeting – Te Ahu
24/04/2024	Kaitaia Business Association 8 -10
24/04/2024	Te Hiku Community Board discussion to form a submission for the LTP – Te Ahu
10/04/2024	Far North Forest Trust – 156 Commerce Street

## **Other Issues**

### **Far North Forest Trust**

Supplied full year financials to Hartnell, Grond, Walker to complete 6 month GST return for the Charities NZ.

### **Obtaining a price on sign**

The #LoveTaupo sign looks a better size for Pukenui and hopefully less expensive so am trying to get an estimate from the company that made it.



## 9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

### RESOLUTION TO EXCLUDE THE PUBLIC

#### RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>9.1 - Confirmation of Public Excluded Previous Minutes</b>	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority  s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>9.2 - New lease request over part 6 South Road, Kaitaia - Far North Community Foodbank Trust</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER**

**11 TE KAPINGA HUI / MEETING CLOSE**